

# Correctional Deputy Duty Assignments

## 301.1 WATCH COMMANDER

### 301.1.1 DEFINITION

Watch Commander - Sergeant or designated officer, in charge of the operations of a specific shift.

### 301.1.2 GENERAL

Normally, a Watch Commander is the Sergeant in charge of a shift. The position can also be filled by a senior Correctional Deputy, out of class, on a temporary basis. The Watch Commander's primary responsibility is scheduling, assigning, leading, giving direction, counseling, training, and making supervisory decisions. A Watch Commander is responsible for keeping informed and relaying pertinent information in a timely manner to Jail Administration or their assignee. Watch Commanders are to arrive for work one half hour early for briefing.

### 301.1.3 SPECIFIC

- Assign personnel to shifts and insure that all posted positions are manned.
- Assign overtime and schedule training, absences, and planned events.
- Approve, correct, and write reports.
- Complete employee evaluations.
- Approve and submit employee time cards.
- Conduct visual checks and signing of booking level and medical safety cell door checks at beginning and end of shift. Safety cell checks shall be conducted every 4 hours.
- Conduct supervisor follow-up of door checks in regards to policy for sobering cell and safety cell.
- Maintain an open line of communication with all personnel.
- Communicate information to other Watch Commanders.
- Log keys assigned to staff into daily shift roster.
- Arrange medical appointment transports..
- Coordinate daily logistics of the Jail, such as special events, movement, searches, transportation, etc.
- Respond to inmate requests, appeals, and grievances.
- Preview inmate disciplinary reports.
- Assign inmate disciplinary reports for hearings.
- Conduct employee performance appraisals.

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- Communicate with allied agencies, professional visitors, the public and others who require supervisory input.
- Direct and order subordinates when necessary to complete duties.
- Maintain technical skill and knowledge necessary to perform supervisory duties.
- Keep updated; attend briefings and disseminate information.
- Discuss and address policy changes or clarifications to policies from Jail Administration.
- Address and investigate citizen's complaints, performance issues, and employee misconduct.
- Other duties as directed by Administration.

### **301.2 CORRECTIONAL DEPUTY**

Deputies will be assigned to a duty station as required by staffing needs. They shall remain at the duty assignment until relieved. In the case a relief is not necessary ie. transportation, the end of the duty time of the position. Assigned duty stations will be posted in the online portal for scheduling on a daily basis. All deputies will report to their assigned post in a manner conducive to the work environment as follows, but not limited to:

- On time
- Proper equipment
- In uniform (special detail, light duty, as required per Duty Manual)

#### **301.2.1 DUTY STATION**

- Medical
- Processing
- Classification
- Detention Levels 1, 2, 3 and Booking level 3

Transportation: Monday – Friday (hours as assigned)

#### **Duty Station Requirements:**

Each duty station has general and specific responsibilities as follows, but not limited to:

### **301.3 DETENTION LEVEL DEPUTY**

#### **301.3.1 GENERAL**

The detention level deputy's responsibility is to maintain security and control on the booking level of the

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Shasta County Jail. They are also responsible to maintain facility cleanliness, contraband control, and to increase the direct supervision of all inmates housed on the three detention levels. The detention level deputy position assigned to each shift will also allow the jail facility to maintain a higher level of security, prevention of jail property vandalism, and facility vandalism. A female deputy shall be assigned to the female housing unit each shift. There shall be a minimum of two female deputies assigned to each shift upon rotation. This is for the welfare of staff and inmates.

### 301.3.2 LEVELS

- Level III, Housing Unit "C" detention level deputies will escort inmates back into their cells after any inmate movement and ensure the inmate's cell door is secured and closed after returning the inmate to their cell. This procedure also applies to those inmates housed in general population who are on Disciplinary Separation or Administrative Separation status.
- Coordinate inmate movement with level one (court) and booking (court/nursing/dental/psychological).
- Advise mod control and booking of the inmate movement via radio.
- Issue mop bucket with clean equipment to all housing units daily.
- Supervise inmates/assist level one during court grouping by court overpass (as needed).
- Conduct daily (0700-1900) continual walk through/inspections of all housing units, at least once every hour, making direct visual observation of all inmates, verifying body count and welfare of inmates.
- Conduct nightly (1900-0700) continual walk through/inspections of all housing units at least once every hour making direct visual observation of all inmates, verifying body count and welfare of inmates, with the exception of Medical. Continual walk through/inspections of Medical, will be conducted at least hourly, making direct visual observation of all inmates, verifying body count and welfare of inmates.
- Conduct laundry exchange according to schedule (weekly).
- Conduct walk through cell checks daily/nightly.
- Conduct hourly checks of the kitchen when assigned.
- Search recreation yards prior to inmate access.
- Search inmates prior to recreation yard placement
- Search inmates leaving recreation yard.
- Initiate cell checks of inmates to be released.
- Deliver hot and cold food carts to various levels for breakfast, lunch and dinner.
- Obtain meal count from all mod levels for breakfast, lunch and dinner meals.
- Verify meal count obtained from mod, compared with actual count of meals in food carts.

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- Verify each cart is on the proper level (booking, 1, 2, 3).
- Directly supervise all breakfast, lunch and dinner delivery to all housing areas.
- There shall be two Correctional Deputies assigned to serve disciplinary/separation cells.
- Supervise inmate librarian(s) as needed.
- Supervise inmate commissary worker(s) as needed.
- Supervise all deliveries into facility as needed.
- Conduct outside facility/perimeter and security checks.
- Inspect outgoing inmate mail for contraband (daily).
- Inspect incoming inmate mail for contraband (daily).
- Deliver mail to inmates on all levels.
- Deliver inmate mail to medical unit deputy daily.
- Pick up outgoing mail from all housing units daily during walk through of housing areas.
- Inspect mop bucket/cleaning equipment in housing units daily for damage. Supervise inmate haircuts (when utilizing an outside barber).
- Issue haircut equipment to housing units (as necessary).
- Search cells for contraband.
- Search housing units for contraband.
- Inspect cells for window damage.
- Inspect cells for wall damage.
- Inspect cell doors for lock damage/tampering.
- Inspect cells for hanging materials/contraband.
- Check cells for 3 lb. limit and combustibles.
- Conduct routine inspections of all cells and housing units, utilizing Cell Inspection Log.
- Search bathrooms on each level.
- Search classrooms on Levels 1, 2 and 3.
- Search interview rooms for cleanliness and contraband.
- Search inmate book library for cleanliness and contraband.
- Supervise cleaning of classrooms.
- Supervise cleaning of bathrooms.
- Supervise cleaning of all levels.
- Check cells for cleanliness.

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- Check housing units for cleanliness.
- Write/initiate Incident Reports as needed.
- Write/initiate criminal investigations as necessary.
- Complete disciplinary hearing/interview process as assigned.
- Receive and deliver Inmate Requests.
- Receive inmate grievances/deliver responses.
- Inmates housed in 3C and 2C will have reasonable access to a cordless phone and tablet. The deputy assigned to the housing unit will log the cell, date, time and the inmates who uses the cordless phone.

Conduct a minimum of two (2) body counts per shift, verifying wrist bands with Population Report.

### 301.3.3 COMPUTERIZED INTERLOCK SYSTEM

Officers are not to activate the electronic cat walk doors without first verifying the identification of the person entering. This shall not be an automatic action and officers are to be asked to activate the locks. The computer interlock security system may only be removed by Central Control at the direction of the Watch Commander or higher authority. Removal of the interlock requires the presence of at least one correctional deputy in the affected area.

### 301.3.4 1056, TITLE 15

Detention level deputies are to conduct at least hourly safety checks of inmates through direct visual observation of all inmates on their level or assigned area of responsibility. These hourly safety checks shall be conducted with the PIPE and entered into the Spillman Jail Management Software. Safety checks shall be reviewed in accordance with policy 504.

## **301.4 BOOKING**

Booking level deputy to complete minimum 30 minute checks on non-intoxicated and non-safety cell placements held on the booking level. These checks are to be documented with the PIPE and events/changes or movement shall be noted on individual's observation door sheet. The observation door sheet shall be retained in the inmate's file as a permanent document.

Booking level deputy to complete minimum twice every 30 minute checks on observation and safety cell placements held on the booking level. Cell checks are to be no more than 15 minutes apart. These checks shall be documented with the PIPE along with all cell movements and events shall be logged on the observation door sheet.

### 301.4.1 PROCESSING

#### **General**

The processing deputy position will be responsible to process all inmates, fresh arrests and those inmates returning to the facility. The processing deputy shall assist in the coordination and release of all inmates from the facility. The processing deputy is responsible for all temporary booking level housing of inmates, as well as the procedure of photographing, fingerprinting and dressing

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out of inmates. It will be the responsibility of the processing deputy to collect all bail monies and bail bonds from the Jail lobby. The processing deputy will be responsible for making all citizen contacts in the Jail lobby. The processing deputy is responsible for the storage of all inmate property brought into the Jail facility. The processing deputy will lock the Jail lobby doors each night at 2200 hours. On the first of every month, the deputy will conduct an inventory of the Jail lobby lockers. If a locker is locked and the key missing, the deputy will utilize the master locker key located in Reception to unlock the locker. If property has been stored in the locker, the deputy will remove the property. If the owner of the property can be identified, the deputy will attempt to make contact for the individual to pick up. If unable to make contact with the owner of the property, the deputy will write a found property report and book the property into the Shasta County Sheriff's Office Evidence Lab for safe keeping. In order to keep the lockers a safe place for items to be temporarily stored, if the key is missing, the deputy will fill out a maintenance form for the lock to be changed.

### **Specific**

- Perform a walkthrough of booking area as soon as reasonably possible upon starting the shift.
- Check for processing to be completed with previous shift processing deputy.
- Perform processing procedure on all new intakes.
- Check arresting officer paperwork for completeness.
- Fill out the Medical Pre-Screening form.
- Search and remove all property from fresh arrest.
- Escort inmate, property and paperwork into jail facility.
- Confirm sex of inmate and place in proper area. Utilize proper color cell check sheet (pink for females, white for males)
- Lock inmate into booking cell, holding cell, sobering cell, or safety cell as needed and tape proper paperwork on the cell door (observation door sheet).
- Collect DNA per P.C. 296
- Obtain inmate name number; photograph and fingerprint arrestee.
- Search inmates according to Sheriff's Office Strip Search Policy.
- Require inmate to bathe as necessary.
- Dress out inmates who will not be released.
- Obtain a property box number from intake routing slip.
- Obtain inmates clothing size and provide inmate with Jail clothing, blankets, sheets, etc.
- Secure intakes small property into the booking property storage area.

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- Assist mods by sending/receiving inmates to and from booking level to other levels.
- Place inmate's jacket, shoes and other large property in mesh bag. Tag mesh bag with inmates name, name number and property box number. Place mesh bag with contents on temporary holding rack under last name, alphabetically. Once inmate is dressed out, mesh bag is placed in large property storage room in the inmate's corresponding property box tub. Obtain cell assignment from classification deputy.
- Escort inmate to the elevator and notify the appropriate mod control level.
- Program the elevator to send the inmate to the appropriate level.
- Perform release procedure on inmates to be released.
- Process the inmate through the bail, 849 P.C., citation, OR's, Court Cap releases, Alternative Custody, SOR, PSOR, etc.
- Notify the appropriate mod control and detention level deputies that an inmate is to be released.
- Request the detention level deputy to inspect the cell being vacated by the released inmate.
- Search incoming and returning inmates and clothing for contraband.
- Notify the medical unit that an inmate is to be released.
- Check the inmate's commissary account in the computer; release the inmate's funds and issue a debt card for the balance to the inmate.
- Confirm identity of inmate prior to release by looking at inmate's wrist band, asking inmate identifiable information.
- Secure and inspect all Jail property in the possession of the inmate and return his or her clothing and bulk property from the property rooms.
- Complete the booking file routing sheet.
- Remove the inmate's wristband and require the inmate to sign his property release.
- Perform time-served releases obtained from Classification Deputy.
- Escort the inmate out of the security area and return all property.
- Place the inmate's file in the release bin.

### **301.5 MEDICAL**

#### **301.5.1 GENERAL**

There shall be a medical deputy assigned on each shift to the medical housing portion of the facility (post will be manned 24 hours a day). The primary responsibilities include reception of new inmates assigned to the medical housing areas, the handling and movement of inmates within the medical housing areas and the security of the medical/booking level housing areas.

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### 301.5.2 SPECIFIC

- Allow daily access to telephone system.
- Allow daily access to shower facility/supervise as needed.
- Obtain count for meals (breakfast/lunch/dinner) from Medical Population Report.
- Count meals on food carts.
- Supervise the food service process (breakfast, lunch and dinner) in Medical housing.
- Supervise the picking up of all kitchen utensils and trays (breakfast, lunch and dinner) in medical housing.
- Supervise all inmates who come to medical for clinics.
- Coordinate with booking level deputy all medical housing inmate visiting.
- Receive and distribute inmate mail.
- Receive inmate requests and inmate grievances.
- Make continual cell checks of inmates housed in medical and log same, at least once every hour.
- Supervise inmates in holding cell for sick call and send back to detention levels as a group when appropriate.
- Supervise inmate workers in medical unit.
- Supervise inmates in medical cells.
- Inmates housed in Medical Cells 1-7, may utilize the Medical Housing Units to conduct their out of cell time when appropriate. Proper security procedure will be followed in any case. The inmate shall not have physical contact with inmates housed in said units. Upon completion of the inmates out of cell time, they will be searched prior to returning to their cell.
- Coordinate with booking level deputy to get medical/booking inmates to court.
- Coordinate with transportation deputy to get medical/booking level housing inmates to medical appointments outside of the facility.
- Provide cleaning equipment/mop bucket to medical level housing day rooms daily.
- Inspect cleaning equipment/mop bucket for damage daily.
- Conduct walk through cell checks daily/nightly.
- Conduct routine inspections of all cells and housing units, utilizing Cell Inspection Log.
- Issue haircut equipment to inmates.
- Supervise haircuts given by outside barber/cosmetologist.
- Log all cell checks in medical housing portion of medical unit.
- Maintain all logs in medical housing portion of medical unit.

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- Inspect cells for window damage.
- Inspect cells for wall damage.
- Inspect cells for hanging materials/contraband.
- Inspect cells for 3 lb. limit and combustibles.
- Insure that all inmate property is in inmate tub.
- Search medical unit restroom for cleanliness and contraband.
- Search medical unit bath facility for cleanliness and contraband.
- Inspect conference room for cleanliness and contraband.
- Conduct standing inmate count twice per shift..
- Conduct lock down of medical/booking level housing 2300 hours.
- Make new Inmate Population Report each shift (night shift)

### **301.6 TRANSPORTATION**

#### **301.6.1 GENERAL**

There shall be two transportation deputies assigned to dayshift. The transportation deputies shall be responsible to organize the transportation of inmates to and from prison, other jail facilities, medical facilities and other approved outside visits.

#### **301.6.2 SPECIAL LICENSE REQUIREMENTS**

Correctional Deputies assigned to the transportation position shall obtain a Class B license within three (3) months of selection.

The California Department of Motor Vehicles requires a physical examination every two years for Class B licensed drivers. Deputies completing the required physical shall contact the Jail Administrative Sergeant or Sheriffs Office Personnel Assistant and request an appointment with the current contracted medical provider. Deputies seeking an alternate medical provider shall submit a written memorandum and obtain approval from Sheriffs Office Administration before scheduling the appointment.

#### **301.6.3 SPECIFIC**

- Provide inmate transportation as needed.
- Transport inmates to local hospitals as needed.
- Transport inmates to local doctor and dentist offices as needed.
- Make local transports of various supplies and items purchased for the jail.
- Transport or arrange to be transported, all inmates arrested out of county on warrants.
- Transport or arrange transportation for all inmates arrested on our warrants in other states (extraditions).

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- Transport Shasta County sentenced inmates to other county jails to serve sentence under contract housing.
- Return inmates to Shasta County from state agencies by court order.
- Transport all inmates, male and female, sentenced to prison by the Shasta County Courts.
- Transport inmates to state hospitals and other state agencies by court order.
- Transport inmates to and from Redding Municipal Airport as needed.
- Return all inmates to Shasta County who file a 1381 P.C. demand while in custody in other jurisdictions.
- Make transport arrangements and complete records of transports accomplished.
- Complete paperwork in preparation for the Agency Staff Services Analyst II, so an accurate record can be maintained on bills we owe, as well as bills we submit.
- Prepare inmates for travel and clear them through Jail process.
- Maintain the vehicles assigned to the Jail transportation unit.
- Provide marshal support/assistance as needed.
- Pick up or transport equipment to service/repair shop as necessary.
- Pick up or transport supplies as necessary.

### **301.7 CLASSIFICATION DEPUTY**

#### **301.7.1 GENERAL**

The classification deputy will be utilized each shift to classify, interview, and properly house each incoming inmate into the facility. This position will also be responsible for a daily re-evaluation of the housing unit/inmate classification in the facility, as well as the daily re-evaluation of each inmate file and classification in the facility. This position would also re-evaluate all disciplinary proceedings, both pending and expiring, on a daily basis. The classification deputy will be the liaison between the Shasta County Court System and Shasta County Jail on a daily basis to insure timely court appearance by the inmate population. The classification deputy will be responsible to complete court paperwork, time computations for inmate release and update information in the computer from court generated paperwork. This would include preparation of the inmate files of those to be released due to court-generated processes.

#### **301.7.2 SPECIFIC**

- Classify all incoming inmates.
- Interview inmate to obtain criminal history.
- Check prior bookings
- Read rap sheet run by the booking deputy on all arrests and especially those inmates requiring more information for classification.

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- Determine what cells are available in the appropriate classification.
- Issue housing unit and cell assignments and log into the population roster.
- Interview inmates to determine their attitude toward working.
- Work with the kitchen personnel to insure sufficient inmate staffing.
- Transfer inmates to be housed in worker housing units.
- Work with parole agents regarding incoming state inmates.
- Classify incoming state inmates.
- Review each inmate's folder and copy necessary information.
- Retrieve the court commitment paperwork and determine who is coming into custody that day/evening.
- Determine who should be an inmate worker.
- Fill out time computation sheet and determine the Julian Date for release.
- Calculate outdate.
- Enter sentence and release date on booking sheet and in the computer.
- Notify Service Officers of information to be entered into computer.
- Complete Department of Justice Form SS-8047 during classification process when an accused sex, arson, or drug offender has been convicted on charges.
- Sex offenders DNA sampling to be accomplished in accordance with 290.2 P.C.
- Update housing assignments.
- Review inmate classification appeals/requests/movement.
- Before distribution of any court list, locate and verify the cell assignment on each court list.
- Duplicate copies of the court list each day as necessary for distribution to Central Control and each mod level (Nightshift).
- Formulate a new arrest court list for the Jail arraignment bin and verify the inmates that are going to court with the various departments involved (Nightshift).
- Duplicate the new arrest court list and route it to Central Control, each mod control and the court.
- Coordinate with various agencies (RPD, APD, SO, etc) to get inmates to court.
- Coordinate with the Shasta County Court and Federal Court, all inmate court appearances and arraignments.
- Duplicate Marshal's list and send to mod levels.
- Retrieve inmate files that correspond to court paperwork and complete updates.

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- Date stamp and place badge number on all court paperwork received and update inmate files and computer.
- Check court list against court paperwork received, for accuracy.
- Place inmate files on release counter for inmates to be released.
- Sort all court paperwork received (releases, bail changes, court appearance date changes, etc).
- Figure/re-figure inmate release dates according to court paperwork.
- Conduct a wants/warrants check (10-29) on all persons being released who have been in custody for a period exceeding 24 hours.

### **301.8 MOD OFFICER**

There are three mod levels, each staffed by a mod officer during day watch. For safety and security, the mod officer assigned to a specific level is responsible for monitoring the inmates and the deputies assigned to that level, via closed circuit video and audio intercoms. The mod officer is responsible for inmate movement to and from the housing areas for court appearances, professional and public visiting, medical visits, recreation yard, religious meetings, computer classes, cell changes, releases, and any other reasons as may be needed for operational purposes. The mod officer shall insure that necessary precautions are observed to maintain the safety and security of inmates, staff, and facility during inmate movement to and from housing units. As required, the mod officer shall maintain logs of movement and events that occur on each respective housing level.